

Report for Week Ending 15 May 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) Completed sixty-two action requiring the printing of 1,118,945 copies or sets of blank forms. This represents an increase of 180% in the number of actions and an increase of 898,895 copies compared with last week.
- (2) Thirteen new and thirteen revised forms were approved. One form was obsoleted; two were redesignated.
- (3) The two new Agency Chain Envelopes were released for ~~procurement~~ use. One is 9 $\frac{1}{2}$ "x12". The other is 10"x15". Both incorporate several unique features which are distinct improvements over the envelopes previously used. First is the substitution of two buttons and a string fastener. This eliminates expensive and time consuming fastenings utilizing gummed flaps, scotch tape, special labels, etc. which will materially lessen envelope attrition, trash disposal, etc. Second, on the face of each large envelope, a smaller 3 $\frac{1}{4}$ "x5" window envelope is affixed. In transmitting UNCLASSIFIED papers, a 3"x5" address card is typed and inserted in the envelope pocket. This makes the envelope self-transmitting without anything being written on the envelope itself. Thus it can be used over and over again until it wears out. Previously, envelopes were often destroyed because of the names appearing on them. This was considered classified information and safe space for bulk storage of used envelopes was often unavailable. In transmitting CLASSIFIED documents, the Courier Receipt form is placed in the window envelope in place of the card. This eliminates a separate addressing operation in addition to the other advantages already mentioned.
- (4) Developed a new form for Logistics to record all of their contract procurement approvals and thus properly document the Contract File. This new form (No.1218) is a consolidation of and will eliminate five currently used bootleg forms and memorandums.

b. Intangible

- (1) Eight statistical graphs were completed on the general forms activities of the Agency by fiscal year. They include new, revised and re-printed forms and the lead time required to create and procure forms.
- (2) The ARO of the Office of Logistics has forwarded a copy of GSA Circular No. 137 April 29, 1957 re "Elimination of Requirement for Certification of Vendors' Invoices," for our information. Thermo-Fax copies of this circular have been made and referenced to the Standard Forms involved.
- (3) [] has been furnished a report for the period April 17 to May 15, on our references to the Stock Status IBM Listing and Clearances of Form 30a. The Stock Status listing was referenced 170 times.


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Fifty-three Form 30a's were processed. This data is needed for the Logistics Feasibility Study.

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- (4) Three tentative floor plans have been developed for this Branch by  based on three alternative floor plans proposed by Mr.

2. Assignments:

✓ a. Active

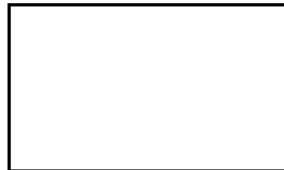
(1) Five new and six revised forms.

(2) Four "Employee Suggestions.

(3) Numerous miscellaneous projects previously reported.

3. News

The manufacturing plant producing the dispatch forms is strike bound. Forms production is at a standstill.



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